



**BOYS & GIRLS CLUBS**  
OF DURHAM AND ORANGE  
COUNTIES

## **BGCDOC Program Leader – Northside Elementary**

Boys and Girls Clubs of Durham and Orange Counties— Chapel Hill, NC

### **Position Summary:**

The program leader will provide programs and services on a daily basis to elementary school students. Through academic and life-style programs, you must abide by the mission of the Boys and Girls Clubs of Durham and Orange Counties: “To inspire and enable all young people, particularly those who need us most, to reach their full potential as productive, caring, and responsible citizens.”

**Wage:** Based on Experience

**Hours:** M - F 2:00 pm - 6:00pm  
Part time, Non-Exempt

**Dates:** ASAP

**Location:** Northside Elementary, 350 Caldwell St, Chapel Hill, NC 27516

**Knowledge:** Demonstrate knowledge of principles related to youth development, ability to plan effectively, group leadership skills, including an understanding of group dynamics and discipline and understanding of the population of youth served.

**Education:** Employees must be 18 or older and have a High School Diploma.

**Experience:** Have worked with children or have volunteered working with children.

### **Skills Needed:**

Communicate, listen and understand the children. Provide them with correct and timely information and feedback when requested

Decision Making, staff will identify problems, see the directors, then deal with the issues that are implemented with the directors and then take a course of action

Leadership – Be a Role Model for Co-Workers, volunteers and especially members. Enhance and encourage the members to strive to meet their goals

Personal Initiative to work and to achieve higher levels of responsibility to better serve the youth in all programs



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Planning, organizing, and implementing a range of program services and activities, promoting and stimulating program participation and ensure quality improvement by monitoring and evaluating program achievement

Safety, Health & Environment - Make sure that the members know the safety rules of the Club are understood and met

**Competitive resumes will have the following:**

- A college degree (or working toward one)
- Working knowledge of youth related programs
- Knowledge of youth development
- Database management knowledge required
- Ability to maintain high level of energy
- Ability to motivate youth and manage behavior problems
- Ability to recruit, train, supervise, and motivate volunteers
- Ability to communicate with diverse groups
- Ability to plan and implement quality programs for youth
- Ability to function for more than 3 hours on feet
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications (this will be arranged by the Club if you don't have them already)
- Valid State Driver's License

Please send resume and cover letter to [cmakoyo@bgcdoc.org](mailto:cmakoyo@bgcdoc.org) and [Bhicks@bgcdoc.org](mailto:Bhicks@bgcdoc.org)